

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LOGISTICS INDUSTRY

Contents

1. Introduction and Contacts.....	P.1
2. Qualifications Pack.....	P.2
3. OS Units.....	P.2
4. Glossary of Key Terms	P.3
5. Annexure:Nomenclature for QP & NOS...P.28	
6. Assessment Criteria.....	P.30



Introduction

Qualifications Pack – Documentation Executive (Custom Clearance – Import)

SECTOR: LOGISTICS

SUB-SECTOR: EXIM logistics

OCCUPATION: Custom Clearance

REFERENCE ID: LSC/Q7803

ALIGNED TO: NCO-2004/NIL

Brief Job Description: Documentation executive (Custom Clearance - Import) assist in preparation of documents and records required for custom clearance of import cargo in the port. He / She coordinates with the importer of cargo and field operation executive to ensure a smooth custom clearance process.

Personal Attributes: This job requires the individual to have: good eyesight, hand stability, computer operation knowledge, typing skill, ability to work for long hours in sitting position, communication skills, people handling skills and attention to details. The individual should be able to maintain high concentration on levels throughout his/her shift.

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

LOGISTICS SKILLS COUNCIL
IIT Madras Research Park
Unit "E", 10th floor
Kanagam road
Taramani
Chennai- 600113

Email:
headnos@lsc-india.com

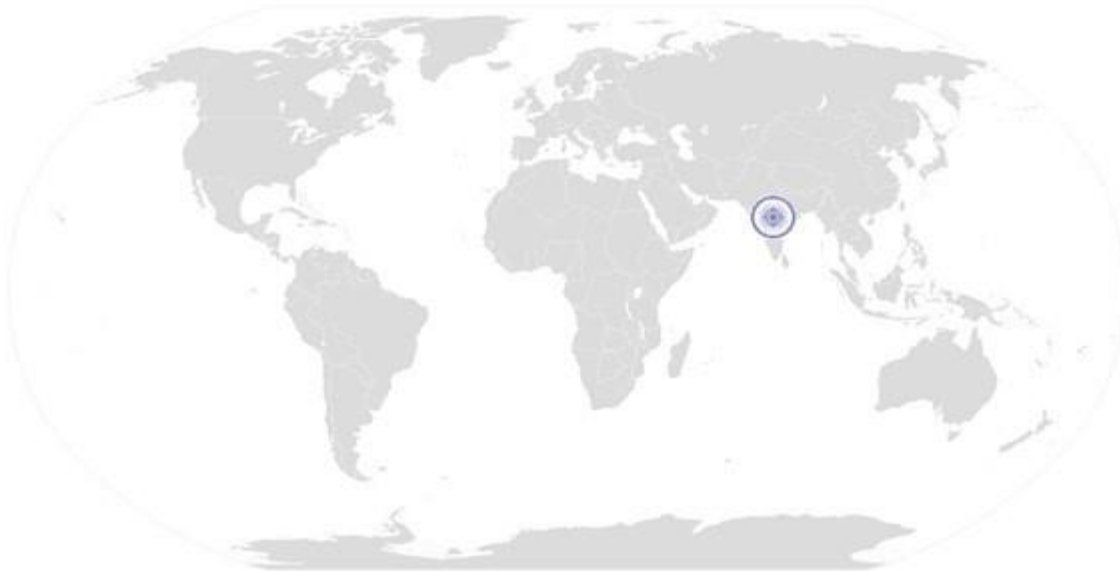


Qualifications Pack Code	LSC/Q7803		
Job Role	Documentation Executive (Custom Clearance – Import)		
Credits (NSQF)	TBD	Version number	1.0
Sector	Logistics	Drafted on	10/10/2015
Sub-sector	EXIM logistics	Last reviewed on	
Occupation	Custom Clearance	Next review date	
NSQC Clearance On	TBD		

Job Role	Documentation Executive (Custom Clearance – Import)
Role Description	preparing of documents and records required for custom clearance of import cargo in the port; coordinating with the importer of cargo and field operation executive to ensure a smooth custom clearance process;
NSQF level	4
Minimum Educational Qualifications*	Graduate
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Not applicable
Minimum Job Entry Age	Above 18 years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> LSC/N7807 Interact with importer and obtain necessary documentation details LSC/N7808 Prepare documents for custom clearance of import cargo LSC/N7809 Transfer all documents to complete import clearance process LSC/N9602 Maintain health, safety and security procedures in the logistics operation <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

National Occupational Standard



Overview

This unit is about obtaining information to prepare required documents for custom clearance of import cargo. It also includes interacting with shipper, buyer, forwarding agents, custom officers, etc. to prepare require documents.

National Occupational Standard	Unit Code	LSC/N7807
	Unit Title (Task)	Interact with importer and obtain necessary documentation details
	Description	This unit is about obtaining information to prepare required documents for custom clearance of import cargo. It also includes interacting with shipper, buyer, forwarding agents, custom officers, etc. to prepare require documents.
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Obtain work requirement details • Obtain cargo details from the importer • Ensure adequate information is captured for documentation
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Obtain work requirement details	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. make note of the work requirement for the week / month by discussing with the supervisor</p> <p>PC2. gather information on peak volume of transactions in the day of the week, week of the month, etc</p> <p>PC3. plan and schedule the day's work as per requirement</p> <p>PC4. obtain information on any change or updates in acts, procedures, etc with reference to import custom clearance</p> <p>PC5. attend periodical training scheduled to update with latest trends, work processes, etc</p>
	Obtain cargo details from the importer	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. coordinate with the exporter and obtain copies of invoice, shipping bill / Air Waybill, Bill of lading, etc</p> <p>PC7. obtain details of cargo imported</p> <p>PC8. obtain documents from importer / exporter such as invoice, packing list, delivery order, certificate of origin, industrial license</p> <p>PC9. make note of importer's requirement for clearance i.e. usage of bonded warehousing / clearance for home consumption</p>
	Ensure adequate information is captured for documentation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. obtain information on foreign trade policy to classify the cargo imported as per regulatory requirement</p> <p>PC11. receive information on cargo and categorise them as freely importable items, canalized imports, restricted / licensed imports and prohibited items</p> <p>PC12. make note of any special requirements to be carried out in the import cargo (Eg: Live animal, perishables, dangerous goods, etc)</p>

LSC/N7807

Interact with importer and obtain necessary documentation details

	<p>PC13. coordinate with Customers to solve any mismatch / deficiency in documents & any other update regarding shipments</p> <p>PC14. respond to any customer queries and engage them</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organizational procedures</p> <p>KA2. paperwork required before handling cargo</p> <p>KA3. procedures for dealing with loss or damage to goods</p> <p>KA4. organization contact with custom office</p> <p>KA5. risk and impact of not following defined procedures/work instructions</p> <p>KA6. organization hierarchy</p> <p>KA7. organization policy of data maintenance, recording and handling</p> <p>KA8. department hierarchy</p> <p>KA9. company's material movement policy</p> <p>KA10. all relevant safety and security procedures</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. common problems and solutions for the same</p> <p>KB2. usage of computer for electronic documentation of information</p> <p>KB3. usage of company software to manage and update documentation/reports</p> <p>KB4. INCO terms and terminologies used in import cargo</p> <p>KB5. import cargo movement and various documentation process requirement</p> <p>KB6. different types of cargo imported, their eligibility of duty free and documentation requirement</p> <p>KB7. handling of dangerous goods, material handling procedure, etc</p> <p>KB8. details of copies of invoice, shipping bill / Air Waybill, Bill of lading, etc</p> <p>KB9. details of cargo imported</p> <p>KB10. details of documents from importer / exporter such as invoice, packing list, delivery order, certificate of origin, industrial license</p> <p>KB11. importer's requirement for clearance i.e. usage of bonded warehousing / clearance for home consumption</p> <p>KB12. information on foreign trade policy to classify the cargo imported as per regulatory requirement</p> <p>KB13. information on cargo and categorise them as freely importable items, canalized imports, restricted / licensed imports and prohibited items</p> <p>KB14. any special requirements to be carried out in the import cargo (Eg: Live animal, perishables, dangerous goods, etc)</p> <p>KB15. details of number of copies of documents to be prepared for various information and documents</p> <p>KB16. who needs to be contacted / informed on any requirements / queries / approval</p>

LSC/N7807

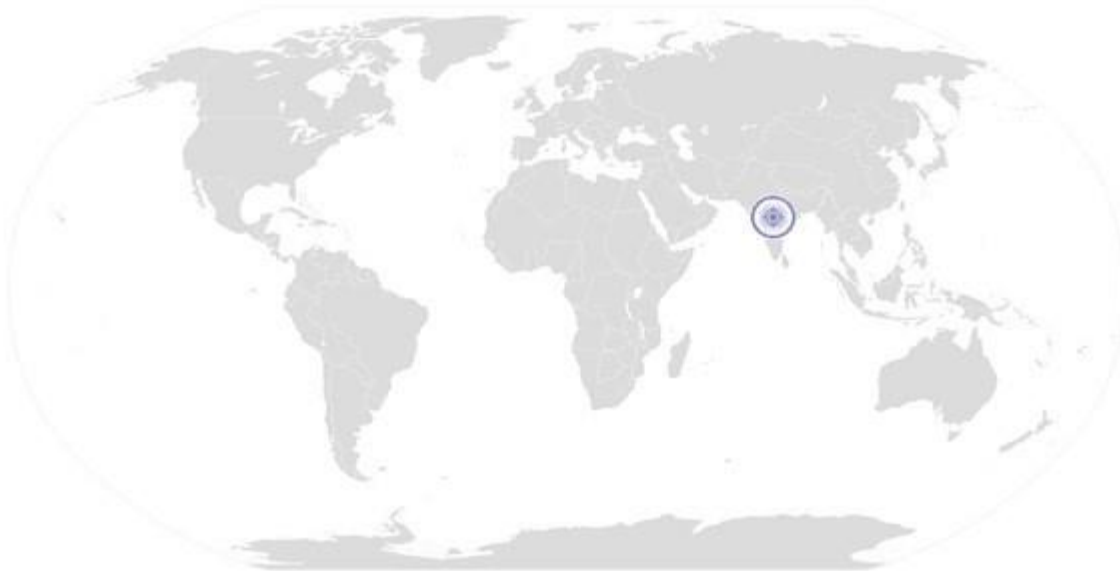
Interact with importer and obtain necessary documentation details

	<p>KB17. the Customs Act, HS Codes, the Foreign Trade Policy, Indian Customs Electronic Data Interchange Gateway (ICEGATE), and other customs-related documentation and terminologies</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill any forms related to custom clearance requirement of import cargo</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read the schedule and plan for custom clearance of import cargo</p> <p>SA3. interpret the regulatory requirement associated with custom clearance of import cargo</p> <p>SA4. interpret the details of the import cargo</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communicate clearly with supervisors and peers</p> <p>SA6. communicate with buyer, shipper, forwarding agents as per requirement</p> <p>SA7. regularly communicate with all employees in the chain of activities to ensure activities are running smoothly</p> <p>SA8. share best practices with peers and juniors</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. decide on type of documents to be prepared based on the nature of cargo, transport used, type of transaction, destination country, etc</p> <p>SB2. decide for number of copies of documents to be taken as per organization / regulatory procedure</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. estimate time required for each activity</p> <p>SB4. make realistic day plans for each activity</p> <p>SB5. monitor smooth functioning of all activities</p> <p>SB6. prioritize and execute tasks in within the scheduled time limits</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. undertake documentation of custom clearance process as per customer timelines and requirements</p> <p>SB8. ensure all cargo are custom cleared as per procedure for the customer</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. identify trends/common causes for errors and suggest possible solutions to the supervisor / management</p>

LSC/N7807

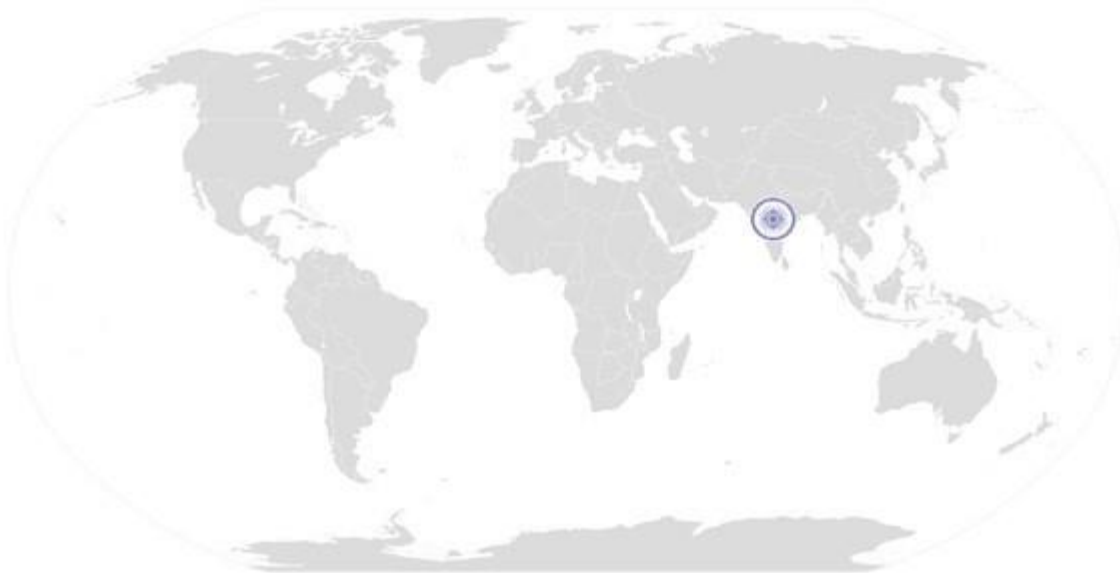
Interact with importer and obtain necessary documentation details

	SB10. ability to identify and correct errors
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB11. notice common accidents and suggest safety measures to prevent the same
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB12. ability to concentrate on task at hand and complete it without errors



NOS Version Control

NOS Code	LSC/N7807		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/10/2015
Industry Sub-sector	EXIM logistics	Last reviewed on	
Occupation	Custom Clearance	Next review date	



[Back to QP](#)

National Occupational Standard



Overview

This unit is about preparing all documents required for custom clearance of import cargo as per regulatory and standard operating procedure. It also includes arranging for any documentation requirement for field office executive, custom officials and any other special requirements.

National Occupational Standard	Unit Code	LSC/N7808
	Unit Title (Task)	Prepare documents for custom clearance of import cargo
	Description	This unit is about preparing all documents required for custom clearance of import cargo as per regulatory and standard operating procedure. It also includes arranging for any documentation requirement for field office executive, custom officials and any other special requirements.
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Prepare documents before the arrival of cargo • Prepare and file mandatory custom clearance documents • Provide necessary information for import custom clearance
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare documents before the arrival of cargo	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prepare document to be submitted to the port (sea/air) about the date of arrival of cargo</p> <p>PC2. apply for 'entry inwards' entry in the port on behalf of vessel</p> <p>PC3. apply for permission to unload the cargo in the port from port authorities</p> <p>PC4. coordinate with the carrier of goods to file the Import General Manifest (IGM) with the port</p>
	Prepare and file mandatory custom clearance documents	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. prepare a declaration of goods document bought by the vessel (also called as 'manifest')</p> <p>PC6. ensure the manifest contains the details of the cargo imported, quantity, details of discharge port-wise, etc</p> <p>PC7. prepare Bill of Entry document as per requirement (Quadruplicate copies to be prepared)</p> <p>PC8. ensure the bill of entry captures the details of the cargo imported, value, relationship with the supplier, container, etc.</p> <p>PC9. make note of the Serial number and date allotted when bill of entry is filed</p> <p>PC10. ensure to submit all information while filing bill of entry such as port of loading, Bill of Lading, Container No., No. of packages, Description of Packages, Description of goods, Gross weight, Consignee name, etc</p>

LSC/N7808

Prepare documents for custom clearance of import cargo

<p>Provide necessary information for import custom clearance</p>	<p>To be competent, the user/individual on the job must be able to:</p> <ul style="list-style-type: none"> PC11. follow up in the ICE gate and ensure that the bill of entry is approved by the noter PC12. generate the checklist during EDI filing PC13. submit all the checklist document mentioned during EDI filing PC14. pay the import duty and obtain a copy to be filed PC15. obtain the IGM number and the line number issued by the port and enter them in the bill of entry for filing PC16. mention in the bill of entry for home consumption or warehousing (bonded warehousing) PC17. arrange for necessary document based on the applicability of the specific import cargo such as letter of credit, import / industrial license, DEEC book, etc PC18. check for any query raised in the EDI system for the bill of entry filed and respond to them
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. organizational procedures KA2. paperwork required before handling cargo KA3. procedures for dealing with loss or damage to goods KA4. organization contact with custom office KA5. risk and impact of not following defined procedures/work instructions KA6. organization hierarchy KA7. organization policy of data maintenance, recording and handling KA8. department hierarchy KA9. company's material movement policy KA10. all relevant safety and security procedures
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. common problems and solutions for the same KB2. usage of computer for electronic documentation of information KB3. usage of company software to manage and update documentation/reports KB4. INCO terms and terminologies used in import cargo KB5. import cargo movement and various documentation process requirement KB6. different types of cargo imported, their eligibility of duty free and documentation requirement KB7. how to prepare a declaration of goods document bought by the vessel (also called as 'manifest') KB8. details of the cargo imported, quantity, details of discharge port-wise, etc

LSC/N7808

Prepare documents for custom clearance of import cargo

	<p>KB9. details of port of loading, Bill of Lading, Container No., No. of packages, Description of Packages, Description of goods, Gross weight, Consignee name, etc</p> <p>KB10. how to generate the checklist during EDI filing</p> <p>KB11. checklist document mentioned during EDI filing</p> <p>KB12. document based on the applicability of the specific import cargo such as letter of credit, import / industrial license, DEEC book, etc</p> <p>KB13. handling of dangerous goods, material handling procedure, etc</p> <p>KB14. details of number of copies of documents to be prepared for various information and documents</p> <p>KB15. who needs to be contacted / informed on any requirements / queries / approval</p> <p>KB16. the Customs Act, HS Codes, the Foreign Trade Policy, Indian Customs Electronic Data Interchange Gateway (ICEGATE), and other customs-related documentation and terminologies</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill any forms related to custom clearance requirement of import cargo</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read the schedule and plan for custom clearance of import cargo</p> <p>SA3. interpret the regulatory requirement associated with custom clearance of import cargo</p> <p>SA4. interpret the details of the import cargo</p>
<p>B. Professional Skills</p>	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communicate clearly with supervisors and peers</p> <p>SA6. communicate with buyer, shipper, forwarding agents as per requirement</p> <p>SA7. regularly communicate with all employees in the chain of activities to ensure activities are running smoothly</p> <p>SA8. share best practices with peers and juniors</p>
	<p>Decision Making</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. decide on type of documents to be prepared based on the nature of cargo, transport used, type of transaction, destination country, etc</p> <p>SB2. decide for number of copies of documents to be taken as per organization / regulatory procedure</p>	
<p>Plan and Organize</p>	

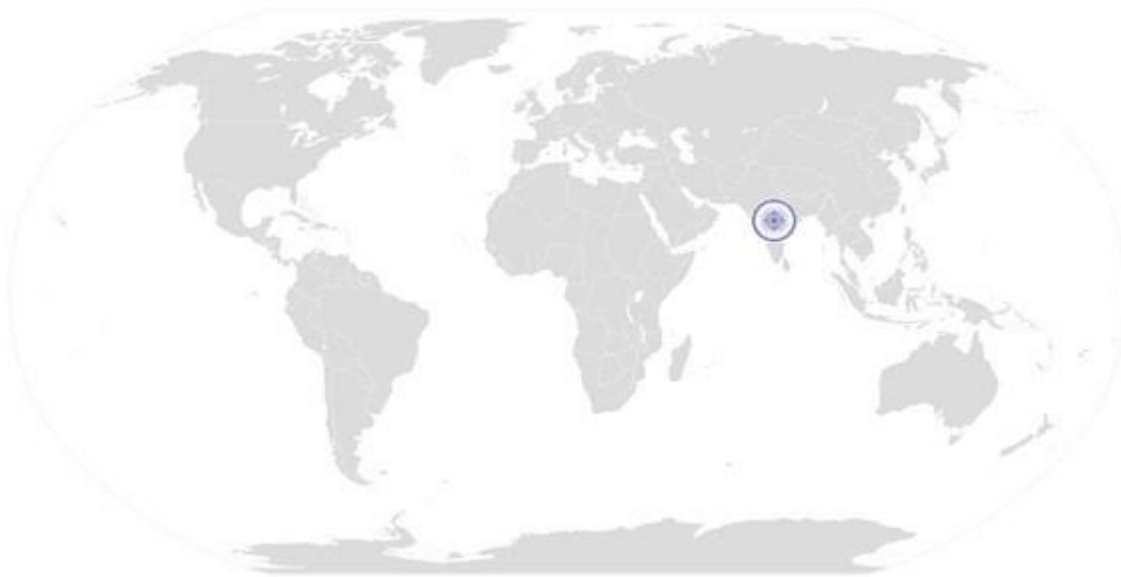
LSC/N7808

Prepare documents for custom clearance of import cargo

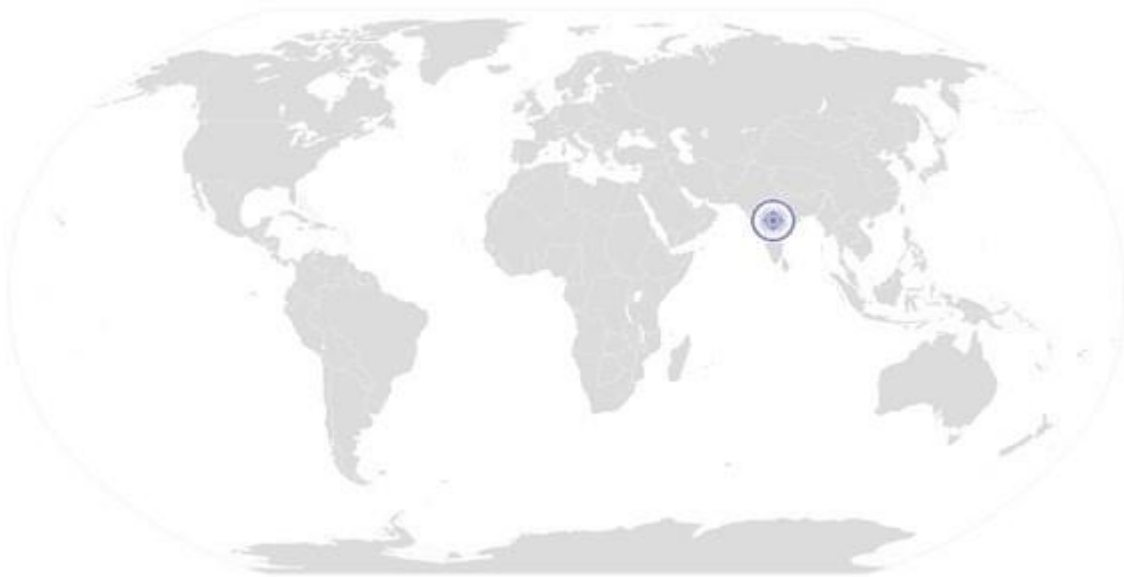
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. estimate time required for each activity SB4. make realistic day plans for each activity SB5. monitor smooth functioning of all activities SB6. prioritize and execute tasks in within the scheduled time limits
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB7. undertake documentation of custom clearance process as per customer timelines and requirements SB8. ensure all cargo are custom cleared as per procedure for the customer
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB9. identify trends/common causes for errors and suggest possible solutions to the supervisor / management SB10. ability to identify and correct errors
	<p>Analytical Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB11. notice common accidents and suggest safety measures to prevent the same
	<p>Critical Thinking Skills</p>
<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB12. ability to concentrate on task at hand and complete it without errors 	

NOS Version Control

NOS Code	LSC/N7808		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/10/2015
Industry Sub-sector	EXIM logistics	Last reviewed on	
Occupation	Custom Clearance	Next review date	



National Occupational Standard



Overview

This OS units is about coordinating with field operation executive for any documentation requirement. It also includes preparing documents for customs area access, customs inspection, any special documents requirement for duty free, etc which the field operation executive carries for custom clearance of import cargo.

Unit Code	LSC/N7809
Unit Title (Task)	Transfer all documents to complete import clearance process
Description	This OS units is about coordinating with field operation executive for any documentation requirement. It also includes preparing documents for customs area access, customs inspection, any special documents requirement for duty free, etc which the field operation executive carries for custom clearance of import cargo.
Scope	<p>This OS unit/task covers the following</p> <ul style="list-style-type: none"> • Arrange for specific documents for import of special cargo • Arrange for customer requirements
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Arrange for specific documents for import of special cargo	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. prepare special documentation for cases such as pilferage, damage of goods, goods lost, goods returned, etc as informed from the port while receiving the goods</p> <p>PC2. apply for specific documents needs to be submitted for import of project cargo, cars and automobiles, etc.</p> <p>PC3. amend the bill of entry whenever required as per approved procedure (eg: On arrival of the feeder vessel, the Bill of Entry may be amended to mention names of both mother vessel and feeder vessel)</p> <p>PC4. document Bill of Entry after clearance by customs with customs seal</p> <p>PC5. record and send two copies of bill of entry to the importer (one for official records for duty paid and another to be submitted to the bank by importer to remit foreign exchange)</p>
Arrange for customer requirements	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. arrange for documents required for examining the cargo such as bill of entry, invoice, technical chart, catalogue, drawings, packing specification, etc</p> <p>PC7. arrange for payment / receipt of payment of duties with the custom nominated banks / Demand Draft</p> <p>PC8. maintain regular follow up with field staff in regarding of sshipment operational status</p> <p>PC9. arrange transportation vehicle for delivery of shipment from & to client premise (if required)</p>

LSC/N7809

Transfer all documents to complete import clearance process

	<p>PC10. keep the record of shipment in form of daily status report & update the same to customers & supervisor</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. organizational procedures KA2. paperwork required before handling cargo KA3. procedures for dealing with loss or damage to goods KA4. organization contact with custom office KA5. risk and impact of not following defined procedures/work instructions KA6. organization hierarchy KA7. organization policy of data maintenance, recording and handling KA8. department hierarchy KA9. company's material movement policy KA10. all relevant safety and security procedures
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. common problems and solutions for the same KB2. usage of computer for electronic documentation of information KB3. usage of company software to manage and update documentation/reports KB4. INCO terms and terminologies used in import cargo KB5. import cargo movement and various documentation process requirement KB6. different types of cargo imported, their eligibility of duty free and documentation requirement KB7. handling of dangerous goods, material handling procedure, etc KB8. special documentation requirement for cases such as pilferage, damage of goods, goods lost, goods returned, etc as informed from the port while receiving the goods KB9. specific documents needs to be submitted for import of project cargo, cars and automobiles, etc. KB10. documents required for examining the cargo such as bill of entry, invoice, technical chart, catalogue, drawings, packing specification, etc KB11. details of payment / receipt of payment of duties with the custom nominated banks / Demand Draft KB12. details of number of copies of documents to be prepared for various information and documents KB13. who needs to be contacted / informed on any requirements / queries / approval KB14. the Customs Act, HS Codes, the Foreign Trade Policy, Indian Customs Electronic Data Interchange Gateway (ICEGATE), and other customs-related documentation and terminologies

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. fill any forms related to custom clearance requirement of import cargo
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read the schedule and plan for custom clearance of import cargo SA3. interpret the regulatory requirement associated with custom clearance of import cargo SA4. interpret the details of the import cargo
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. communicate clearly with supervisors and peers SA6. communicate with buyer, shipper, forwarding agents as per requirement SA7. regularly communicate with all employees in the chain of activities to ensure activities are running smoothly SA8. share best practices with peers and juniors
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. decide on type of documents to be prepared based on the nature of cargo, transport used, type of transaction, destination country, etc SB2. decide for number of copies of documents to be taken as per organization / regulatory procedure
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. estimate time required for each activity SB4. make realistic day plans for each activity SB5. monitor smooth functioning of all activities SB6. prioritize and execute tasks in within the scheduled time limits
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB7. undertake documentation of custom clearance process as per customer timelines and requirements SB8. ensure all cargo are custom cleared as per procedure for the customer
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. identify trends/common causes for errors and suggest possible solutions to the supervisor / management

LSC/N7809

Transfer all documents to complete import clearance process

	SB10. ability to identify and correct errors
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB11. notice common accidents and suggest safety measures to prevent the same
	Critical Thinking Skills
	The user/individual on the job needs to know and understand how to: SB12. ability to concentrate on task at hand and complete it without errors

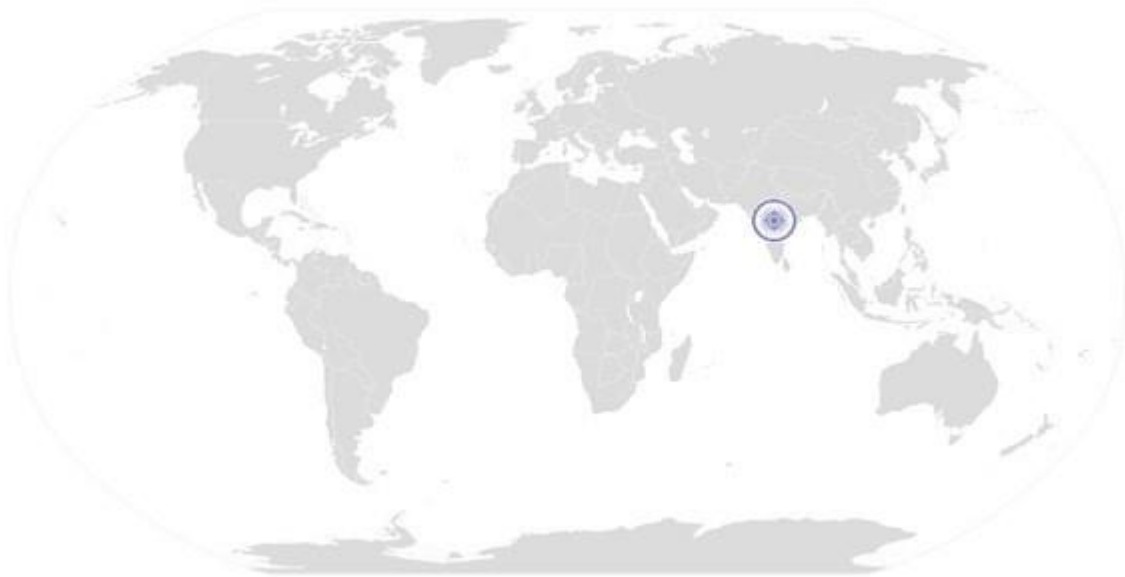


NOS Version Control

NOS Code	LSC/N7809		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/10/2015
Industry Sub-sector	EXIM logistics	Last reviewed on	
Occupation	Custom Clearance	Next review date	



National Occupational Standard



Overview

This unit is about maintaining and following health, safety and security standards during performing logistics operations in the work place. It also includes data security of the documents

National Occupational Standard	Unit Code	LSC/N9602
	Unit Title (Task)	Maintain health, safety and security procedures in the logistics operation
	Description	This unit is about maintaining and following health, safety and security standards during performing logistics operations in the work place. It also includes data security of the documents.
	Scope	<p>This OS unit/task covers the following:</p> <ul style="list-style-type: none"> • Follow healthy work practices and maintain personal health • Take precautions and follow safety processes in the workplace • Ensure data security of logistic documents • Ensure security procedures of the organization are followed
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Follow healthy work practices and maintain personal health	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. make note of all activities which will lead to health issues and take necessary precautions</p> <p>PC2. follow necessary standard operating procedures (SOP) and precautions while handling dangerous and hazardous goods</p> <p>PC3. wear helmet while riding two wheeler for field operations</p> <p>PC4. wear all personal protective equipment (PPE) such as goggles, masks, ear plugs, shoes, etc. as applicable in the cargo movement area</p> <p>PC5. perform basic first aid in case of any accidents</p> <p>PC6. undertake periodical preventive health checkups</p>	
Take precautions and follow safety processes in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. make note of all safety processes in the organization and the client location (factory, airport, sea port, warehouse, etc) with reference to area of operation</p> <p>PC8. follow all safety procedures including walking only in the designated pathway, using hard hats, etc</p> <p>PC9. instruct / follow recommended and standard material handling procedure while handling cargo and avoid any damage to the goods</p> <p>PC10. identify safety related signage in the cargo handling area and follow accordingly</p> <p>PC11. instruct the loaders / unloaders to follow standard safety procedures while handling hazardous / fragile cargo</p>	

LSC/N9602

Maintain health, safety and security procedures in the logistics operation

	PC12. ensure all the people follow safety process and report to supervisor in case of any deviation
Ensure data security of logistic documents	To be competent, the user/individual on the job must be able to: PC13. secure the desktop / laptop and ensure no access to outsiders PC14. ensure all the quotes and documents are secured as per procedure PC15. maintain client data / information as per organization policy PC16. maintain records and documentation as per standards
Ensure security the procedures of port are adhered	To be competent, the user/individual on the job must be able to: PC17. follow all security procedures while entering and exiting the client location (green gate in port, customs area, factory security, etc) as per the procedure PC18. carry / wear the identity card / access pass during all time in the customs area PC19. ensure all cargo handled have passed security checks and report in case of any violation PC20. follow all security procedures with reference to cargo and manpower movement
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. organizational procedures KA2. paperwork required to access and move across in different locations in the client location KA3. all relevant safety and security procedures KA4. risk and impact of not following defined procedures/work instructions with reference to health, safety and security operations
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different locations and access restrictions in the port, customs area, factory, etc KB2. standard material handling procedures while handling cargo KB3. handling procedure for hazardous / fragile cargo KB4. proper documentation procedure KB5. importance of data security KB6. secure the computer system from inappropriate accessing KB7. how to handle confidential data / information KB8. safety and security signage and their functions KB9. basic first aid to be performed for accidents KB10. different personal protective equipment (PPE), their usage and purpose KB11. consequences of not adhering to health, safety and security standards and procedures KB12. checks and documentation related to cargo movement and security KB13. paperwork, access pass for movement of cargo and manpower in the work place

LSC/N9602

Maintain health, safety and security procedures in the logistics operation

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. fill forms related to health, safety and security procedures wherever applicable
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the various procedures and standards related to health, safety and security while performing EXIM logistics processes SA3. read and understand various documents related to security and movement of cargo at various location as applicable
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. communicate clearly with security officer and guards SA5. share best practices with peers and juniors
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make a judgment as to what actions to be taken to avoid any damage / accident to personal health / cargo handled
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. concentrate on task at hand and complete it without errors SB3. be a team player and achieve joint goals
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. ensure safe and secure movement of customer goods and satisfy them
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. identify any threats / symptoms on personal health, safety, security, etc and take appropriate actions SB6. report to supervisor / management in case of any deviation / violation of any standard procedure
	Analytical Skills
	The user/individual on the job needs to know and understand how to: SB7. analyse the risk of data loss SB8. assess any risk during cargo movement
Critical Thinking Skills	

LSC/N9602

Maintain health, safety and security procedures in the logistics operation

	The user/individual on the job needs to know and understand how to: SB9. concentrate on task at hand and complete it without errors
--	--



LSC/N9602

Maintain health, safety and security procedures in the logistics operation

NOS Version Control

NOS Code	LSC/N9602		
Credits(NSQF)	TBD	Version number	1.0
Industry	Logistics	Drafted on	10/10/2015
Industry Sub-sector	EXIM logistics	Last reviewed on	
Occupation	Custom Clearance	Next review date	



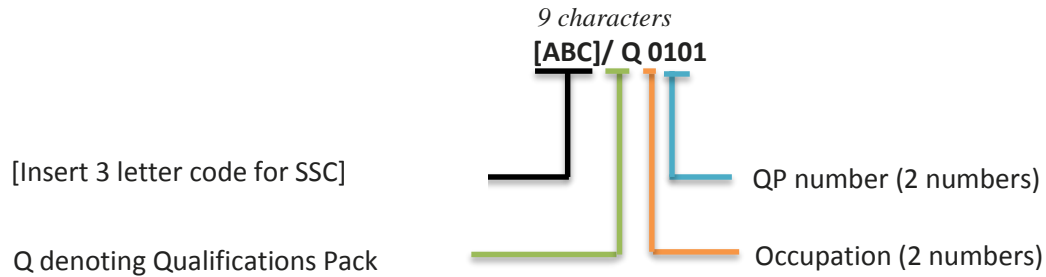
[Back to QP](#)

Qualifications Pack For Documentation executive
(Custom Clearance - Import)

Annexure

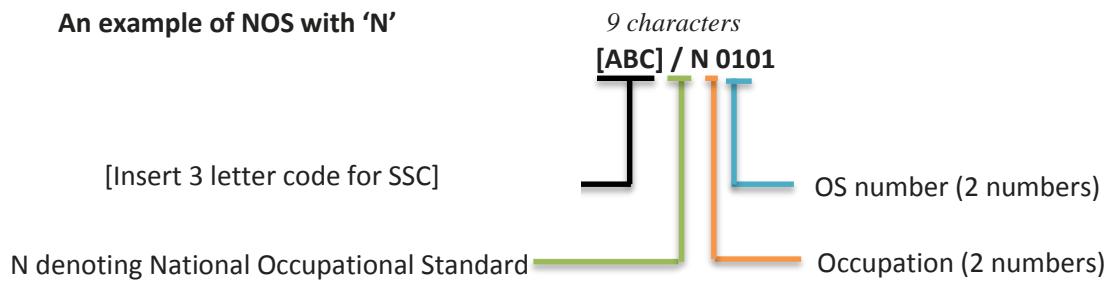
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Warehousing Storage	21,23
Warehouse Packaging	22,23
Land Transportation	11,14
Courier and Mail Services	30
Shipping / Port Operation	46 – 60
Air cargo operation	61 – 75
EXIM logistics	76 – 85
Generic Occupations	96 – 99

Sequence	Description	Example
Three letters	Industry name	LSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Documentation Executive (Custom Clearance – Import)

Qualification Pack: LSC/Q7803

Sector Skill Council: LSC

Guidelines for Assessment
1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
4. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. LSC/N7807 (Interact with importer and obtain necessary documentation details)	PC1. make note of the work requirement for the week / month by discussing with the supervisor	100	5	2	3
	PC2. gather information on peak volume of transactions in the day of the week, week of the month, etc		5	2	3
	PC3. plan and schedule the day's work as per requirement		5	2	3
	PC4. obtain information on any change or updates in acts, procedures, etc with reference to import custom clearance		5	2	3
	PC5. attend periodical training scheduled to update with latest trends, work processes, etc		5	2	3
	PC6. coordinate with the exporter and obtain copies of invoice, shipping bill / Air Waybill, Bill of lading, etc		5	2	3

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC7. obtain details of cargo imported		5	2	3
	PC8. obtain documents from importer / exporter such as invoice, packing list, delivery order, certificate of origin, industrial license		5	2	3
	PC9. make note of importer's requirement for clearance i.e. usage of bonded warehousing / clearance for home consumption		10	3	7
	PC10. obtain information on foreign trade policy to classify the cargo imported as per regulatory requirement		10	3	7
	PC11. receive information on cargo and categorise them as freely importable items, canalized imports, restricted / licensed imports and prohibited items		10	2	8
	PC12. make note of any special requirements to be carried out in the import cargo (Eg: Live animal, perishables, dangerous goods, etc)		10	2	8
	PC13. coordinate with Customers to solve any mismatch / deficiency in documents & any other update regarding shipments		10	2	8
	PC14. respond to any customer queries and engage them		10	2	8
		Total	100	30	70
2. LSC/N7808 (Prepare documents for custom clearance of import cargo)	PC1. prepare document to be submitted to the port (sea/air) about the date of arrival of cargo	100	2	1	1
	PC2. apply for 'entry inwards' entry in the port on behalf of vessel		2	1	1
	PC3. apply for permission to unload the cargo in the port from port authorities		3	1	2
	PC4. coordinate with the carrier of goods to file the Import General Manifest (IGM) with the port		3	1	2
	PC5. prepare a declaration of goods document bought by the vessel (also called as 'manifest')		5	1	4
	PC6. ensure the manifest contains the details of the cargo imported, quantity, details of discharge port-wise, etc		5	1	4
	PC7. prepare Bill of Entry document as per requirement (Quadruplicate copies to be prepared)		5	2	3

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC8. ensure the bill of entry captures the details of the cargo imported, value, relationship with the supplier, container, etc.		5	2	3
	PC9. make note of the Serial number and date allotted when bill of entry is filed		5	2	3
	PC10. ensure to submit all information while filing bill of entry such as port of loading, Bill of Lading, Container No., No. of packages, Description of Packages, Description of goods, Gross weight, Consignee name, etc		5	2	3
	PC11. follow up in the ICE gate and ensure that the bill of entry is approved by the noter		10	3	7
	PC12. generate the checklist during EDI filing		10	3	7
	PC13. submit all the checklist document mentioned during EDI filing		10	3	7
	PC14. pay the import duty and obtain a copy to be filed		10	3	7
	PC15. obtain the IGM number and the line number issued by the port and enter them in the bill of entry for filing		5	1	4
	PC16. mention in the bill of entry for home consumption or warehousing (bonded warehousing)		5	1	4
	PC17. arrange for necessary document based on the applicability of the specific import cargo such as letter of credit, import / industrial license, DEEC book, etc		5	1	4
	PC18. check for any query raised in the EDI system for the bill of entry filed and respond to them		5	1	4
		Total	100	30	70
3. LSC/N7809 (Transfer all documents to complete import clearance process)	PC1. prepare special documentation for cases such as pilferage, damage of goods, goods lost, goods returned, etc as informed from the port while receiving the goods	100	10	4	6
	PC2. apply for specific documents needs to be submitted for import of project cargo, cars and automobiles, etc.		10	4	6

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC3. amend the bill of entry whenever required as per approved procedure (eg: On arrival of the feeder vessel, the Bill of Entry may be amended to mention names of both mother vessel and feeder vessel)		10	2	8
	PC4. document Bill of Entry after clearance by customs with customs seal		10	3	7
	PC5. record and send two copies of bill of entry to the importer (one for official records for duty paid and another to be submitted to the bank by importer to remit foreign exchange)		10	3	7
	PC6. arrange for documents required for examining the cargo such as bill of entry, invoice, technical chart, catalogue, drawings, packing specification, etc		10	4	6
	PC7. arrange for payment / receipt of payment of duties with the custom nominated banks / Demand Draft		10	2	8
	PC8. maintain regular follow up with field staff in regarding of shipment operational status		10	2	8
	PC9. arrange transportation vehicle for delivery of shipment from & to client premise (if required)		10	4	6
	PC10. keep the record of shipment in form of daily status report & update the same to customers & supervisor		10	2	8
		Total	100	30	70
4. LSC/N9602 (Maintain health, safety and security procedures in the logistics operation)	PC1. make note of all activities which will lead to health issues and take necessary precautions	100	5	2	3
	PC2. follow necessary standard operating procedures (SOP) and precautions while handling dangerous and hazardous goods		5	2	3
	PC3. wear helmet while riding two wheeler for field operations		5	2	3
	PC4. wear all personal protective equipment (PPE) such as goggles, masks, ear plugs, shoes, etc. as applicable in the cargo movement area		5	2	3

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC5. perform basic first aid in case of any accidents		5	2	3
	PC6. undertake periodical preventive health checkups		5	2	3
	PC7. make note of all safety processes in the organization and the client location (factory, airport, sea port, warehouse, etc) with reference to area of operation		5	2	3
	PC8. follow all safety procedures including walking only in the designated pathway, using hard hats, etc		5	2	3
	PC9. instruct / follow recommended and standard material handling procedure while handling cargo and avoid any damage to the goods		5	2	3
	PC10. identify safety related signage in the cargo handling area and follow accordingly		5	2	3
	PC11. instruct the loaders / unloaders to follow standard safety procedures while handling hazardous / fragile cargo		5	2	3
	PC12. ensure all the people follow safety process and report to supervisor in case of any deviation		5	2	3
	PC13. secure the desktop / laptop and ensure no access to outsiders		5	2	3
	PC14. ensure all the quotes and documents are secured as per procedure		5	2	3
	PC15. maintain client data / information as per organization policy		5	2	3
	PC16. maintain records and documentation as per standards		5	2	3
	PC17. follow all security procedures while entering and exiting the client location (green gate in port, customs area, factory security, etc) as per the procedure		5	2	3
	PC18. carry / wear the identity card / access pass during all time in the customs area		5	2	3
	PC19. ensure all cargo handled have passed security checks and report in case of any violation		5	2	3

*Qualifications Pack For Documentation executive
(Custom Clearance - Import)*

		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	PC20. follow all security procedures with reference to cargo and manpower movement		5	2	3
		Total	100	40	60

[Back to QP](#)